

Job Announcement

TN Volunteer Challenge Lead Instructor

Position Summary:

The Tennessee Volunteer Challenge Academy is accepting resumes for a Lead Instructor. The Lead Instructor will be under the direct supervision of the Deputy Director. The incumbent will be responsible for providing a program-wide educational atmosphere where students have the opportunity to improve their basic skills in Math, Language, Science, Social Studies, Reading and Financial Planning and/or showing gains in pre and post testing (TABE) as defined by the Academic Excellence Component of the National Guard Youth Challenge Programs (NGYCP). He/she will evaluate and oversee data entry into the Cadet Tracking System, evaluate performance of instructors, recommend disciplinary action when required, attend and provide additional training to the staff. The selected candidate must be willing to work a flexible schedule when needed, which may include evenings, weekends or additional hours. Employee will undergo an extensive background check. The incumbent must understand and comply with all educational requirements set by the Tennessee Department of Education for a Category I Education Facility.

Minimum Annual Salary: \$50,000

Duties and Responsibilities:

- Oversee the planning, teaching, and evaluation of lesson plans
- Evaluate student transcripts to place students in appropriate classes.
- Knowledge of State requirements in HiSet and Credit Recovery
- Keep current with all curriculum changes/additions as set forth by the Division of Adult Education (DAE) for *HiSet* and TNVCA
- Implements and monitors classroom instructional activities to ensure a climate where students are actively engaged in a meaningful learning experience
- Assists in assessing changing curricular needs and offers plans for improvement using the current curriculum developed by the DAE. Provides training for these changes.
- Conducts and/or monitors staff in presenting Adult Education Orientation and Testing using TABE and Official Practice Tests.
- Monitors teacher and staff record keeping ensuring that effective and efficient record keeping procedures are maintained
- Models professional and ethical standards when dealing with students, staff, and community
- Assumes responsibility for meeting performance goals in his/her department and assist teachers in meeting program-wide goals set by the National Guard Youth Challenge Programs
- Possess strong oral and written communication skills
- Supervision of instructors and students; Demonstrates strong work ethic to achieve academic goals
- Displays effective multi-tasking and time management skills
- Utilizes most basic computer skills, Word, Excel, Power Point
- Identifies, selects, and modifies instructional resources to meet the needs of students
- Over sees staff and addresses their concerns
- Attends all mandatory trainings of the state of Tennessee and NGYCP
- Performs other duties as required or assigned reasonably within the scope of the duties enumerated above.

TN Volunteer Challenge Lead Instructor cont'd

Required Qualifications:

- Baccalaureate in Education or related field
- TN Teacher's License (preferred) **OR** 1-3 years in experience/leadership
- Computer Skills – Microsoft Office Suite and Outlook
- Strong communication and interpersonal skills
- Attend and participate in trainings of the NGYCP programs
- Participate in local and state activities/staff development
- Willingness to work a split schedule – teaching/administrative duties
- Follow the procedures for providing regular instruction when an instructor is absent
- Performs other duties as required or assigned reasonably within the scope of the duties enumerated below
- Employee will undergo an extensive background check. The applicant for this class must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

Preferred Qualifications:

- Master's in Education, Administration, Supervision or Leadership
- Experience with Adult Education and/or working with at-risk youth ages 16-18
- Strong organizational and analytical skills and the ability to meet deadlines

How to Apply:

Submit your cover letter and resume detailing your experience in meeting the above requirements for the TNVCA to:

Tennessee Volunteer Challenge Academy

TNVCA.admin@tn.gov

Deadline to Apply: January 26, 2018